

Subject: Environmental Site Assessment	Number: 8-1
	Date Issued/Revised: December 1, 1998
Responsible Department: Development	Approved:

Purpose

To establish general procedures and policies applicable to environmental site assessments for transactions involving real estate.

Policy

Existing environmental law holds both the current and past owners or operators of hazardous waste property jointly and severally liable for the cost of toxic clean-up.

To minimize the extensive environmental liability exposure, an initial environmental site assessment (EA) or study of the subject property shall be performed by the City prior to any transactions involving real estate (purchases, leases, exchanges, acceptance of deeds of trust as security, bond financing, etc.) engaged in by the City of Fresno, except for exchanges between the City and the Redevelopment Agency of the City of Fresno.

An EA shall be utilized to determine the existence of any toxic or hazardous materials on the subject property. For purposes of this policy, toxic or hazardous materials shall include asbestos building material, industrial cleaning solvents, pesticides, PCBs, or any other material identified in any federal, state or local law or regulation as toxic or hazardous. The EA will provide crucial decision-making information prior to the finalization of transactions involving real estate. The information generated in a pre-transaction survey can be used to confirm fair market value, establish acceptability of security, negotiate price and incorporate special escrow or insurance provisions, determine whether a subject property should ultimately be acquired or utilized, or even determine whether a particular transaction should be pursued.

Procedures

The department engaging in the transaction shall perform a Phase I EA consistent with this instruction, or select a consultant experienced in EAs to conduct a Phase I EA. The Phase I EA shall contain the following information:

1. A site visit to observe conditions at the subject property and adjacent properties. The objective of this visit is to identify activities or conditions that have or could result in the existence or release of toxic or hazardous materials at the property resulting in contamination of the property. Specific areas of concern would include: stored hazardous chemicals, buried wastes, underground storage tanks, asbestos in building materials, PCBs in electrical transformers and capacitors, and pesticides.

2. A review of historical usage of the property, including interviews with individuals knowledgeable about the subject property operations.
3. A review of information available in regulatory agency (Federal, State and local) and other files (including aerial photographs) about the subject property.
4. This list shall not be assumed to be exhaustive. Specific conditions may warrant modifications to the list and the department shall be responsible to ensure that all specific conditions are identified and carried out in an appropriate manner to determine the existence or extent of toxic or hazardous materials on a given property.

The Phase I EA shall be concluded with a written report of any findings and recommendations. If the Phase I EA concludes that the subject property is free from toxic or hazardous materials, no further action is necessary. However, if the report finds that additional work is needed to determine the existence of toxic or hazardous materials, such work shall be accomplished through a Phase II EA. The Phase II EA seeks a more detailed review of the subject property focusing on areas of concern noted in the Phase I EA. The Phase II EA can be used to determine the presence or absence of specific environmental liabilities and quantify those problems. A Phase II EA shall include a review of the Phase I EA and performance of soil or groundwater tests, as necessary, to confirm the presence or absence of toxic or hazardous materials on subject property. The specialized nature of Phase II EAs requires that they be performed by a consultant experienced in EAs.

Even in cases that do not ordinarily require Council authorization, a department shall not contract with a consultant to proceed with a Phase II EA without the prior written approval of the Chief Administrative Officer. The department's request shall include an analysis of the public benefit of the project, the need for a further EA, and the estimated cost of the Phase II EA.

The Phase I or II EA may supplement the CEQA review and should be accomplished at the earliest point possible. The EA should be concluded prior to the completion of the subject transaction. The Phase I and II EAs shall not substitute for a CEQA review of a project.

Subject: Centralized Facilities Services	Number: 8-2
	Date Issued/Revised: December 1, 1998
Responsible Department: DAS—Facilities	Approved:

Policy

1. General
 - a. The Facilities Management Division provides centralized facility maintenance, repair and improvement services to departments throughout the City. These services include areas that require special expertise, such as plumbing, air conditioning/heating, certain mechanical, electrical, roofing, carpentry, and locksmithing.
 - b. This policy is intended to define clearly those services that require special expertise, and compliance with worker and workplace safety regulations.

Procedures

1. Unless otherwise approved by DAS—Facilities Management, Facilities Management shall either perform or assist with contracting for the following work on City buildings, facilities and equipment:
 - a. All heating, ventilation and air conditioning.
 - b. All electrical work except for the following:
 - (1) Electrical work performed by employees in the class of Electrician who are assigned to other departments.
 - (2) The replacement of fluorescent and incandescent light bulbs, which does not expose the worker to electrical wiring.
 - (3) Resetting a single-pole circuit breaker of 20 amps or less, no more than one time.
 - (4) Work involving the installation and repair of irrigation control systems of 24 volts or less.
 - (5) Electrical work performed by employees in the class of Air Conditioning Mechanic on the heating, ventilation, air conditioning or refrigeration equipment side of the unit disconnect switch.

- (6) Work performed by Electronics and Communications Division employees in the installation and repair of electronics and communications systems and equipment (i.e., radio, telephone, public address, data transmission, security, and video systems).
 - c. All work on fire detection and fire sprinkler systems.
 - d. All plumbing and gas fitting work requiring a plumbing permit unless the employee performing the work is in a class that includes plumbing duties.
 - e. All roofing and locksmithing work.
 - f. All work requiring building, mechanical, plumbing, electrical, or fire sprinkler permits.
 - g. All work requiring standardized specifications in order to match existing facilities, systems or equipment (e.g., lock systems, plumbing fixtures, etc.).
2. It is recognized that there will be some exceptions to the above, such as work performed by volunteers at the Zoo, or in departments that have employees in classes designated and qualified for such work. In those cases, the departments shall work with Facilities Management to assure that any appropriate building permits are obtained and that the work is performed in accordance with applicable building and health and safety codes.

Subject: Cellular Telephones	Number: 8-3
	Date Issued/Revised: June 1, 2002
Responsible Department: GSD—Communications Services	Approved:

Purpose

To establish general policies and procedures regarding personal use of wireless services and reimbursement for use other than for official City business.

Policy

Wireless services must be justified on the basis of having demonstrated benefit to the City. They will only be approved if other means of communications are less efficient, not practical, or are more expensive. City-issued wireless services shall not be used for a personal business, financial gain, or political activities.

Wireless services bills will be monitored by the General Services Department on a routine basis, and detailed billing reports will be sent to customer departments or divisions upon request.

Procedures

1. The request for wireless services must include a written justification and be submitted to the Communications Services Division of the General Services Department using the standard request process.
2. Monthly cellular usage reports, as received from service providers, will be sent by the Communications Services Division to the customer departments showing individual call detail of the cellular charges.
3. It is the customer department's responsibility to present the cellular usage reports to the individuals using the cellular phones and direct the individuals to identify all personal calls. Personal calls include all calls not directly related to City business.
4. All personal wireless services usage requires reimbursement to the requesting department. The person responsible for the personal calls is required to reimburse the customer department at the rate charged for the service. Reimbursement shall be at 15 cents per minute or the rate shown on the usage report, whichever is greater.

Subject: Electronic Mail as a Public Record	Number: 8-4
Responsible Department: Information Services	Date Issued/Revised: December 1, 1998
	Approved:

Purpose

To establish a policy regarding the use of electronic mail (e-mail) as a public record.

Policy

E-mail is considered a transient communication (like a phone call) and is not to be kept as or considered a business record. Only when e-mail is printed out in hard copy and placed in a file does it constitute a public record.

Subject: Smoking in City Buildings	Number: 8-5
	Date Issued/Revised: December 1, 1998
Responsible Department: DAS—Facilities	Approved:

Purpose

To establish a policy and procedure regarding smoking in the workplace that is consistent with provisions of the California Labor Code and City Ordinance.

Policy

The City has a duty to make every reasonable effort to provide a healthy and pollution-free work environment. It is the policy of the City to adhere to all applicable laws and regulations in this endeavor.

Procedures

1. Smoking is prohibited in all enclosed work areas. "Enclosed work area" is defined as any area occupied by employees in the performance of their regular duties and having four walls and a roof, regardless of the type of ventilation provided.
2. Smoking may be permitted in permanently assigned vehicles, provided no non-smokers are required to ride in that vehicle in the course of their regular duties.

Subject: Access to City Hall When the Building is Locked	Number: 8-6 Date Issued/Revised: December 1, 1998
Responsible Department: DAS—Facilities	Approved:

Purpose

To establish a security policy for City Hall.

Procedures

1. The City Hall will be unlocked only from 7 a.m. to 6 p.m. each workday.
2. Entry to City Hall when the building is locked shall require the showing of an employee's City of Fresno identification badge to building security, along with signing in on the security log. Employees shall sign out when departing after hours.
3. Employees who work outside of City Hall may use departmental photo identification cards, e.g., Airports, Fire Department, Fresno Area Express, etc., for access to City Hall and need not obtain an additional card.
4. Employees without a proper City of Fresno identification badge will not be allowed after-hours entry unless another employee from their department is present to take responsibility and sign them in.
5. Entering and exiting the building when it is locked is only authorized at the north and south "Q" Street entrances. All other building entrances will be secured after hours except when a public meeting is in session.
6. Employees may obtain photo ID badges by completing the attached form and taking it to the City Hall Copy Center (ground floor) from 2:30 p.m. to 4:30 p.m. daily. There is a charge for each card, which will be interdepartmentally billed.
7. Employee identification cards are to be numbered and controlled, i.e., the cards will be recovered by individual departments when an employee leaves City service and returned to Central Printing for record keeping purposes.

**CITY OF FRESNO
EMPLOYEE PHOTO ID CARD AUTHORIZATION**

EMPLOYEE NAME _____
(Please Print)

POSITION TITLE _____

DEPARTMENT/DIVISION _____

PROGRAM NUMBER _____

AUTHORIZED SIGNATURE _____
(Division Manager or above) (Date)

CENTRAL PRINTING USE ONLY

BADGE NUMBER _____

DATE OF ISSUE _____

Subject: Funding of Special Events	Number: 8-7
Responsible Department: Convention Center	Date Issued/Revised: December 1, 1998 Approved:

Purpose

To establish a policy for granting financial assistance to groups sponsoring special events benefitting the City of Fresno.

Procedures

1. Any person or group requesting funding by the City for a special event shall do so by making application to the Convention-Visitors Bureau (CVB) on a form developed by the CVB and approved by the City.

The CVB shall have the following responsibility and take the following actions regarding funding of special events:

- a. the CVB will develop and receive application forms, screen the applications applying the criteria listed in 2, below. The Chief Administrative Officer or designee shall be the City representative authorized to approve the criteria established for events to be funded.
 - b. The CVB will require that the City of Fresno receive recognition as a financial sponsor of the events by including such information on programs, news releases, etc.
 - c. Upon establishing the eligibility criteria for special events to be promoted, the CVB may determine which events are to be funded and submit a list of funded events to the Chief Administrative Officer or designee.
 - d. The CVB will submit a semi-annual report of evaluations of special events supported by the fund.
2. Criteria for Funding: Three major criteria shall be applied in evaluating requests for special event funding:
 - a. Economic Benefit
 - Events conducted over more than one day, or having an impact over more than one day, shall have a priority over events covering one day or part of a day.

- The event should generate community and visitor/tourism receipts through utilization of hotel/motel facilities, restaurant, recreation and cultural arts pursuits in order to benefit the community and the City of Fresno.
- Priority shall be given to events generating an economic benefit to the downtown/central Fresno area.

b. Media Coverage/Promotion

- A special event should generate local news media overage; events that generate state and/or national news media coverage shall be preferred.

c. Availability of Funding

- Funding for special events is approved by the City Council, at its discretion, in each year's annual budget and will be appropriated into the Convention Center budget.
- The CVB will pay successful applicants from the special events allocation paid to the CVB by the Convention Center annually.
- Unexpended special event funds may be carried over by the CVB for the next fiscal year's special events.

Subject: City-Owned/Leased Vehicles— Acquisition, Assignment and Usage Policy	Number: 8-8
	Date Issued/Revised: February 1, 2003
Responsible Department: GSD-Fleet Management	Approved:

Purpose

To establish a uniform policy governing the acquisition, assignment and use of City-owned and leased vehicles.

Definitions

For the purposes of this Administrative Instruction, the following definitions apply.

1. Reporting Point: The facility to which the employee normally reports for work.
2. Home Storage: Off-duty or after-hours parking or storage of a City-owned vehicle at the residence of a City employee or at a location other than that adjacent to the office to which the vehicle is assigned, or at a non-reporting point location.
3. Special Equipment: That unique equipment, attached to or carried by a City vehicle, that would be required at the scene of an emergency and which cannot be provided by on-duty personnel or equipment which cannot be reasonably provided for in any other manner. A two-way radio installed in a vehicle is not normally considered special equipment.

Policy

1. The City does not furnish basic "to-and-from-work" transportation. The City may provide City-owned or leased vehicles for employee use while on official City business.
2. Automotive equipment procured by the City shall be specifically approved by the Chief Administrative Officer and the Council.
3. All City-owned vehicles and equipment, except Transit buses and fire apparatus, shall be assigned to, and be the responsibility of, the General Services Department. Responsibility for such equipment includes providing for fuel, maintenance and repair, replacement cycles and disposal, as well as exercising administrative control according to the provisions of this Administrative Order. User departments will be responsible for safe vehicle operation; fueling; tire, engine oil and coolant servicing; washing as needed; parking and security of assigned vehicles.

4. As manager of the automotive fleet, the Director of General Services shall review and make recommendations on all requests to purchase automotive equipment and the assignment of city-owned/leased vehicles.
5. The General Services Department will periodically analyze the comparative efficiencies between utilizing a City-owned vehicle or private mileage reimbursement (See Administrative Order 2-2) for transportation in conducting City business. When such analysis determines that it is cost effective and in the best interest of the City to provide a City-owned vehicle, a recommendation will be made to the Department Director involved and to the Chief Administrative Officer to procure a vehicle using the cost savings from unused budgeted private mileage funds to partially defray acquisition cost.
6. The Director of General Services will evaluate and monitor the actual use and utilization of all allocated automotive equipment. When, in the opinion of the director, this evaluation and monitoring indicates the allocated equipment is not being utilized to the fullest economic advantage of the City, the director shall bring this fact to the attention of the head of the department concerned.
7. Except for vehicles authorized for home storage pursuant to this Administrative Order, all City-owned vehicles shall be parked or stored as near as possible to the office to which they are assigned, or as near as possible to the reporting point of the employee using the vehicle. Vehicles are not to be parked overnight at a non-reporting location unless authorized pursuant to this Administrative Order.
8. Home storage of City-owned/leased automotive equipment shall be permitted only in those instances where it is to the City's benefit to do so. Home storage shall not be granted as an employee benefit. Home storage must be approved and reauthorized annually by the Director of General Services and the Chief Administrative Officer. Vehicles will not be home-stored outside the Fresno and Clovis metropolitan area. Off-street parking shall be mandatory for home-stored vehicles except in those instances where the vehicle is so large and/or heavy as to be impractical.

Department Directors may approve short-term home storage in response to **emergency** situations. Such approval must not exceed 10 working days. Employees subject to routine call-back shall not be provided a vehicle for home storage unless there is a benefit to the City from such assignment.

9. The Internal Revenue Service has defined the personal use of a City-provided vehicle for transportation to and from work to be a taxable fringe benefit, in the amount of \$3 per round trip. Therefore, this amount will be reported to the IRS by the City to reflect the employee's receipt of such fringe benefit.
10. City-owned/leased vehicles may not be utilized for personal use. Transportation of passengers other than in connection with official City business is prohibited.
11. During periods of employee absence of one week or more, City-owned/leased vehicles shall be returned to Fleet Management or the employee's department, as appropriate.

Procedures

Requests and re-justification for individual assignment and/or home garaging of a City-owned vehicle, shall be initiated annually, in January, by Department Directors and submitted to the Director of General Services for review, evaluation, and concurrence by the Chief Administrative Officer, using Form VH-3, Vehicle Assignment and Home Storage Justification. A copy of the director's evaluation and recommendation to the Chief Administrative Officer shall be provided to the requesting department director.

All requests for personal assignment and/or home storage of a City vehicle will be evaluated according to the procedures and criteria indicated in paragraphs 1 and 2, below.

1. Justification for Request

- a. Authorization for individual assignment may be justified by one of the following criteria:
 - (1) The employee's duties or position regularly requires, as documented by appropriate records, driving in excess of the mileage figure at which the assignment of a City vehicle is cost-effective and in the best interest of the City.
 - (2) The employee's duties require, as documented by daily trip sheets or other appropriate records, that they be away from their permanent work station a minimum of 50 percent of the employee's normal day at least three days per week.
 - (3) The position requires the continuous availability of a vehicle with "special equipment."
- b. Authorization for home storage of an individually assigned vehicle may be justified when home storage allows for the more efficient and effective utilization of the vehicle, the employee's working hours, **and** when one of the following conditions exists:
 - (1) The employee's duties are such that check-out/in of a City vehicle from a City facility at the start of/end of a normal work day would be both impractical and uneconomical due to the lost productive time or increased fuel consumption.
 - (2) The employee has been directed to be on continuous availability for call-back during off-duty hours; the task to be performed will require immediate travel to the job location; and call-back can be expected to occur several times a month.
- c. Authorization for non-emergency temporary home storage of a City vehicle, which is not individually assigned, may be justified on a case-by-case basis for a period normally not to exceed one month, when such authorization is for the benefit of the City; and

- (1) The employee's duties are temporarily such that check-out of a City vehicle with special equipment from a City facility at the start of a normal work day would be both impractical and uneconomical, due to lost time and increased transportation costs; or
- (2) The employee is temporarily required to be available for call-back during off-duty hours and the task to be performed will require direct travel to the job location.

2. Evaluation of Requests

All requests will be evaluated by the Director of General Services in accordance with the provisions of this Administrative Order. Under normal circumstances, no request will be approved that does not provide economic benefit to the City.

The General Services Department will annually compile a City-wide list of individually assigned and home-stored vehicles, amend such list as necessary during the year, and submit such list to the Chief Administrative Officer and Finance.

CITY OF FRESNO
VEHICLE ASSIGNMENT AND HOME STORAGE JUSTIFICATION

To be submitted to the Director of General Services in January of each year as support and justification for the assignment of a City-owned/leased vehicle to an employee.

EMPLOYEE NAME: _____ DIVISION: _____

Instructions: Please furnish information indicated on all items.

1. G The employee's Vehicle Usage Record (Form VH-2 (attached) documents driving in excess of the mileage figure at which the assignment of a City vehicle is cost-effective and in the best interest of the City.
2. G The employee's Vehicle Usage Record documents that the employee is away from the permanent work station in excess of 50 percent of the normal workday at least three days per week.
3. G The position requires the continuous availability of a vehicle with special equipment.
4. G The above-named employee is further authorized for home storage of the vehicle due to practical considerations of efficiency or the need to be available for call-back work.

Location/Address where vehicle will be stored:

Explain if the employee's duties will require the assignment of a specialized vehicle or will subject the vehicle to unusual use or wear:

Department Director Date

Approved G Disapproved G _____
Director of General Services Date

Approved G Disapproved G _____
City Manager Date

Please return this form to the General Services Department upon completion.

[illegible]

Form VH-2
A.O. 2-2 & 8-8